

STAVIS SEAFOODS, INC.

STANDARD OPERATING PROCEDURES — LINE AND EQUIPMENT OPENING/OIL DRAINING PROCEDURE

Standard Operating Procedure (SOP)

Task Flow

Preparation

Assemble equipment

Line and equipment opening procedures

Oil trap draining procedures

Task	Step	Comment
Preparation	1. Be familiar with the emergency response procedures for the facility.	
	2. Know the location of the nearest eye wash/safety shower.	
	3. Know the location of the valves, which would be closed to isolate the line/equipment in an emergency.	
	4. Be familiar with ammonia first aid procedures.	
	5. Be familiar with the lockout / tag out procedures.	
Assemble equipment	6. Before going to the line and equipment opening procedures, assemble the following equipment: Elbow length rubber gloves Splash goggles and face shield Clean bucket containing water Valve wheel wrench for closing and opening valves Closed valve markers and locks Emergency service bucket containing a full face type gas mask, eye wash bottle, pipe wrench	Work smart and safe! Do not cut any corners. Use the correct tools, material, and parts.
Line and equipment opening procedures	1. Notify personnel and supervisors in the area that line and equipment opening procedures are to be carried out.	
	2. Ensure that a backup person (buddy-system) is available for the remainder of these procedures.	
	3. Close and tag the isolation valve(s) in the liquid supply line and in the hot gas line for the lines/equipment to be taken out of service.	Consult the P&IDs to verify which valves need to be closed to isolate the lines/equipment.
	4. If the lines/equipment to be isolated are located on the discharge side of a pump or compressor, lockout and tag the pump or compressor motor disconnect.	